



Burlington City Council

Special Meeting

May 23, 2016

Municipal Building Conference Room

6:30 p.m.

CALL TO ORDER: Mayor Ian Baltutis

CODE OF ETHICS–DISCLOSING CONFLICTS OF INTEREST: City Clerk Renee Ward

ADOPTION OF AGENDA

NEW BUSINESS:

City Council will discuss paratransit services and consider authorization to enter into an agreement with a paratransit services provider.

ADJOURN



MEMO

To: Mayor Baltutis & City Council
From: Hardin Watkins, City Manager
Date: May 19, 2016
Subject: Paratransit Services

The purpose of this memo is to provide background information on the Monday, May 23, 2016 Called Council Meeting. Our sole topic is discussion of paratransit services and consideration of a professional services contract with a paratransit services provider.

The City's fixed route transit service (Link Transit) is on target to begin on June 6, 2016. Transportation Director Mike Nunn has done a fantastic job keeping all the innumerable tasks on track to achieve this important community goal. To meet the federal requirements for operating a fixed route system, the City must also provide a complementary paratransit service for patrons that are not able to physically maneuver within the fixed route system. This service provides door to door transportation for medically certified citizens that live within $\frac{3}{4}$ of a mile of Link Transit routes.

The City of Burlington requested a Scope of Work and Cost Proposal from the Alamance County Transportation Authority (ACTA) to operate the paratransit service. The proposal submitted by ACTA contained an adequate operational response to perform the paratransit service but lacked the city required minimum insurance coverage. After several weeks of staff analysis and direct communication, ACTA has not been able to provide an insurance certificate that satisfies the city's requirements.

As a result, staff contacted the provider of the Link fixed route service, Transdev, to determine their ability to assist and/or provide the required paratransit service. City Attorney David Huffman advised that this would require an amendment to the current Transdev fixed route contract. Transdev responded to this inquiry and has provided a detailed Scope of Work and Cost Proposal for the City's consideration. The Transdev proposal satisfies all of the City's insurance requirements and can meet the startup date of June 6, 2016 if notification is received on Monday, May 23, 2016.

Based on the technical and operational merits of the Transdev proposal, **City staff unanimously recommends the City Council authorize a contract amendment with Transdev to operate the paratransit service for a period of 12 months** (FY 2016-17).

Following resolution of the one-year paratransit services arrangement, the City's Transportation Department staff will begin developing a Paratransit Services Request for Proposals for FY 2017-18. This will be published in early 2017 and will include an extended contract term (likely 2-3 years) similar to the fixed route contract period to begin in July 2017.

Please let me know if you have questions or would like to discuss.